

Report Date: 26 Mar 2015

Summary Report for Individual Task
805K-79R-4105
Manage a Future Health Care Officer Training Program
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD5 - This product/publication has been reviewed by the product developers in coordination with the Fort Knox KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

Condition: You have Future Health Care Officers waiting to depart to BOLC (RA) or to receive orders to schedule commissioning ceremony (AR) and access to: AR 670-1, AR 40-501, USAREC Regulation 601-37, and Recruiter Zone (RZ). This task should not be trained in MOPP 4.

Standard: Manage Future Health Care Officers IAW USAREC Regulation 601-37, para 11-2.a. ,until completion of professional school and accession onto Active Duty.

Special Condition: None

Safety Risk: Low

MOPP 4: Never

Task Statements

Cue: None

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

Performance Steps

1. Evaluate FSTP performance data:

a. Analyze declination rates for the past 2-years:

- (1) Identify declination trends such as, family concerns and influences, program failures, and apathy.
- (2) Identify recruiters who account for a disproportionate number of declinations and Future Soldier transfers.
- (3) Identify any other trends such as, number of declinations interviewed initially in the station, number of program failures, and weak follow-up.
- (4) Identify Future Soldiers who share the same risk factors, as in (3) above, and consider coding them "amber" in Leader Zone (LZ), and validate recruiters are updating Future Soldier information, and contact history.
- (5) Contact Future Soldier declinations to regain commitment to commission.

b. Analyze station's FSTP to determine its effectiveness and if a new course of action (COA) is needed.

2. Conduct continued analysis of the FSTP management tools to further identify trends and realize improvements in pertinent areas as follows:

a. During daily in-process review (IPR) or after action review (AAR) with recruiters, identify potential Future Soldier declinations and develop COAs to reduce future declinations.

b. Identify which mission categories (AOC) historically decline at a higher rate and account for this when planning follow-up action and tutorials.

c. Reduce commission dates-to-access dates. The larger the window, the more likely a loss will occur.

d. Determine if Future Soldier's lack of participation is an indication of apathy.

e. Determine potential obstacles by performing the center leader's 30-60-90 day follow-up (spring break, summer vacation, Christmas holidays, etc.) and adjust to accomplish follow-up ahead of schedule.

f. Monitor the Future Soldier's current height/weight monthly, members who were close to their maximum weight limit or were required taping at the commission must be weighed once a month.

3. Validate the recruiter has personalized Future Soldier follow-up by:

a. Initiating an in-briefing with Future Soldiers to explain all necessary requirements.

b. Addressing personal issues in the new Soldier's life, such as program requirements, work, status of relationships, free-time activities, plans for the upcoming week/weekend, and offer support or assistance when needed (IAW regulation).

c. Implement Future Soldier follow-up schedule contained in USAREC Reg 601-37.

d. Ensuring involvement of all influencers in Future Soldier events.

e. Reviewing current college standing and its relation to the Future Soldiers' goals.

f. Reaffirming the Future Soldiers' commitment by involving them in your recruiter network.

g. Ensure Health Professions Scholarship Program (HPSP) Future Soldiers are enrolled in Medical Occupational Data System (MODS) IAW Health Services Directorate (HSD) guidelines.

4. Schedule and supervise Future Soldier functions and training sessions quarterly face-to-face or through the use of a Virtual Classroom Server (VCS).

a. Make sure Future Soldier functions are enjoyable by scheduling achievable and applicable training.

b. Plan training sessions in advance to include all basic Soldier skills and tasks such as, wear and appearance of the uniform, rank structure, and drill and ceremony.

c. Recognize Future Soldiers in the presence of their peers for academic, athletic, referral, and training achievements using DCA.

d. Monitor a Future Soldier physical training program IAW current guidance.

5. Verify maintenance of the Future Soldier accession log in DCA.

a. Review weekly.

b. Ensure completeness and accuracy by paying particular attention to the following:

(1) Verify proper red/amber/green training status per regulation.

(2) Verify necessary remarks, i.e., guidance to specific recruiters, reason for absence(s) from functions, reasons for amber/red status, etc.

(3) Record of follow-up dates that reflect the next recruiter/center leader action.

(a) Track the Future Soldiers' loan repayment status and documentation to include enrollment documents necessary for all others.

(b) Track orders for all USAR Future Soldiers.

(c) Schedule a date and time for those requiring commissioning.

(4) Inform the company commander of Future Soldiers' status and impending Future Soldier decline. Solicit company involvement in Future Soldier follow-up and team building activities.

(5) Ensure an Army Knowledge On-line (AKO) account is established for the Future Soldier.

6. Conduct a Future Soldier out-brief.

a. Initiate the Future Soldier out-brief and commissioning procedures within 72 hours of accessing.

b. Validate the Future Soldier has all required documents needed for accessing.

c. Validate commissioning eligibility such as, physical, moral or admin.

d. Ensure accession package is completed IAW USAREC Reg 601-37 (transportation documentation, marriage license, divorce decree, etc.) using DCA.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

Evaluation Preparation: This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Evaluated FSTP performance data:			
a. Analyzed declination rates for the past 2-years:			
(1) Identified declination trends such as, family concerns and influences, program failures, and apathy.			
(2) Identified recruiters who account for a disproportionate number of declinations and Future Soldier transfers.			
(3) Identified any other trends such as, number of declinations interviewed initially in the station, number of program failures, and weak follow-up.			
(4) Identified Future Soldiers who share the same risk factors, as in (3) above, and consider coding them "amber" in Leader Zone (LZ), and validate recruiters are updating Future Soldier information, and contact history.			
(5) Contacted Future Soldier declinations to regain commitment to commission.			
b. Analyzed station's FSTP to determine its effectiveness and if a new course of action (COA) is needed.			
2. Conducted continued analysis of the FSTP management tools to further identify trends and realized improvements in pertinent areas as follows:			
a. During daily in-process review (IPR) or after action review (AAR) with recruiters, identified potential Future Soldier declinations and developed COAs to reduce future declinations.			
b. Identified which mission categories (AOC) historically decline at a higher rate and accounted for this when planning follow-up action and tutorials.			
c. Reduced commission dates-to-access dates. The larger the window, the more likely a loss will occur.			
d. Determined if Future Soldier's lack of participation is an indication of apathy.			
e. Determined potential obstacles by performing the center leader's 30-60-90 day follow-up (spring break, summer vacation, Christmas holidays, etc.) and adjust to accomplish follow-up ahead of schedule.			
f. Monitored the Future Soldier's current height/weight monthly, members who were close to their maximum weight limit or were required taping at the commission must be weighed once a month.			
3. Validated the recruiter has personalized Future Soldier follow-up by:			
a. Initiated an in-briefing with Future Soldiers to explain all necessary requirements.			
b. Addressed personal issues in the new Soldier's life, such as program requirements, work, status of relationships, free-time activities, plans for the upcoming week/weekend, and offer support or assistance when needed (IAW regulation).			
c. Implemented Future Soldier follow-up schedule contained in USAREC Reg 601-37.			
d. Ensured involvement of all influencers in Future Soldier events.			
e. Reviewed current college standing and its relation to the Future Soldiers' goals.			
f. Reaffirmed the Future Soldiers' commitment by involving them in your recruiter network.			
g. Ensured Health Professions Scholarship Program (HPSP) Future Soldiers are enrolled in Medical Occupational Data System (MODS) IAW Health Services Directorate (HSD) guidelines.			
4. Scheduled and supervised Future Soldier functions and training sessions quarterly face-to-face or through the use of a Virtual Classroom Server (VCS).			
a. Made sure Future Soldier functions were enjoyable by scheduling achievable and applicable training.			
b. Planned training sessions in advance to include all basic Soldier skills and tasks such as, wear and appearance of the uniform, rank structure, and drill and ceremony.			
c. Recognized Future Soldiers in the presence of their peers for academic, athletic, referral, and training achievements using DCA.			
d. Monitored a Future Soldier physical training program IAW current guidance.			
5. Verified maintenance of the Future Soldier accession log in DCA.			

a. Reviewed weekly			
b. Ensured completeness and accuracy by paying particular attention to the following:			
(1) Verified proper red/amber/green training status per regulation.			
(2) Verified necessary remarks, i.e., guidance to specific recruiters, reason for absence(s) from functions, reasons for amber/red status, etc.			
(3) Recorded of follow-up dates that reflect the next recruiter/center leader action.			
(a) Tracked the Future Soldiers' loan repayment status and documentation to include enrollment documents necessary for all others.			
(b) Tracked orders for all USAR Future Soldiers.			
(c) Scheduled a date and time for those requiring commissioning.			
(4) Informed the company commander of Future Soldiers' status and impending Future Soldier decline. Solicited company involvement in Future Soldier follow-up and team building activities.			
(5) Ensured an Army Knowledge On-line (AKO) account was established for the Future Soldier.			
6. Conducted a Future Soldier out-brief.			
a. Initiated the Future Soldier out-brief and commissioning procedures within 72 hours of accessing.			
b. Validated the Future Soldier has all required documents needed for accessing.			
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d. Ensured accession package was completed IAW USAREC Reg 601-37 (transportation documentation, marriage license, divorce decree, etc.) using DCA.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	USAREC MANUAL 3-05	Medical Recruiting Operations	Yes	No
	USAREC REG 601-37	Army Medical Department Recruiting Program	Yes	Yes
	USAREC REG 601-95	Delayed Entry and Delayed Training Program	Yes	No

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None